Final Report

Development of Linköping University Electronic Press Publication Service

A Project Conducted by Linköping University Electronic Press with Funding from Kungliga Biblioteket, BIBSAM

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Background

Through 2007 and the beginning of 2008, Linköping University Electronic Press (LiU E-Press) has been studying and testing the hosting of Open Access journals from Universities in Sweden. This project has been funded by the Royal Library of Sweden, BIBSAM. A progress report was written in December 2007, see: http://www.kb.se/Dokument/Om/projekt/open_access/progress_report-electronic-press.pdf at a point when interest had been generated in the possibility of making use of the services of LiU E-Press, particularly the editorial support system, JARSS, but actual operating experience had not been collected. While the current report is the final report for the project, it will not repeat much of what was written in the progress report but will focus on practical experiences obtained since that point.

Because of the interest received for starting a new journal, an (simpler) information page was put together outlining the various steps one needs to go through when starting a journal (everything from registering the name with PRV to obtaining an ISSN and developing a web site): http://www.ep.liu.se/ej/journal.sv.html. From E-Press’ side an evaluation is done after an initial meeting and a written application has been received to ascertain that a proposed journal is of high standard and has a good probability of being active over several years (as a minimum). From our experience it is the latter issue which is often the most important and the most difficult to determine. A proposal is evaluated by both E-Press and its Steering Group members and by a pair of external reviewers, specialists in a relevant field.

Test/Demo Installations of JARSS

Versions of JARSS were set up for the following:

- ETD 2008 used a version of JARSS for collecting and organizing the conference contributions.
- A test version of JARSS has been implemented for International Journal of Ageing and Later Life.
- A test version of JARSS has been implemented for the planned Service Design Journal.
- Northern European Journal of Language Technology is just in a start up phase and is aiming for its first issue in the autumn, 2008.
- Culture Unbound: Journal of Current Cultural Research is in a start up phase and will have its first issue in the spring, 2009.
- Tidskrift för specialpedagogisk forskning i Sverige has been approved and is now applying for funding to begin operation.

In addition versions of JARSS have been set up for the following (details have been omitted for reasons of confidentiality): Växjö University, Uppsala University and Luleå Technical University.

Knowledge Gained from Practical Experiences

Beyond what was described in the progress report, JARSS has been used as the editorial support system for the international conference, ETD 2008, held in Aberdeen, June 2008. While JARSS was not specifically developed as a support system for conferences, it has
proven to be a useful tool for small or medium-sized conferences. Additionally, two new journals are in the start up phase: Northern European Journal of Language Technology, a journal supported by the Northern European Association of Language Technology and University of Tartu, Finland, and Culture Unbound: Journal of Current Cultural Policy Research Observatory and LiU’s Department of Culture Studies. A third journal has been approved and is applying for start-up funding: Tidskrift för specialpedagogisk forskning i Sverige, based from Jönköping University.

Hosting JARSS and working with new journals as they go through their start up phase has proven to be enlightening. Generally, JARSS greatly reduces the organizational workload for conference organizers and journal editors. There is a learning curve associated with becoming familiar with its operation, but it has been shown that a half-day, hands-on workshop is a good way to make editorial staff familiar with the thinking behind JARSS and its operation. This workshop is also a good forum for introducing less-experienced staff to what will be involved in actual journal operation. From our experience, the journals that are likely to arise from universities in Sweden will mainly be in the humanities area (here there is more possibility for smaller, niche journals; in science, technology and medicine, virtually all researchers prefer to publish in traditional, commercial journals) and as a result most personnel involved will not have had extensive experience with computer systems other than MS Word and Internet Explorer. The personal contact of a workshop decreases the stress of dealing with JARSS for the first time. It has, on the other hand, proven to work ok, with a set of written instructions for JARSS (see appendix 1) for cases when the editorial staff is not located in Sweden. For ETD 2008, those involved with the collection and organization of submissions were located in U.K., U.S.A. and Sweden; it was not possible to have an introductory workshop, but it worked fine with written instructions and some email assistance.

Different journals have rather different views on the reviewing process; most commonly the choice is between single and double blind reviewing (i.e. the author is unaware of the reviewers’ identities but the reviewer knows who the authors are or neither the reviewers nor the authors know the identities of each other). Modifications had to be made to JARSS to allow for double blind reviewing, however, care is still required by the editorial staff in the handling of MS Word and pdf files, since both by default can contain information about the author’s identity. This is often overlooked by inexperienced editors.

An unexpected problem arose as a result of the method which was chosen for setting up different versions of JARSS (one for each journal/conference) on the same computer server. Initially, it was decided to have a common web address (www.jarss.ep.liu.se) and different ports for each version (e.g. www.jarss.ep.liu.se:5410 is the address for the ETD 2008 version of JARSS and www.jarss.ep.liu.se:5411 is the address for the IJAL version. Since access to JARSS is usually via a journal or conference web site, how the web address appears was not thought to be particularly important. What did turn out to be an important consideration is that in the light of increasing attacks against computer systems and untrustworthy web sites, a number of institutional computer systems (roughly 10% from our experience) have rather tight security settings on what web sites they will allow employees to access. For most web sites, the default port is 80 (and hence rarely appears in web addresses). In computer systems with tight security settings, access is not permitted to web addresses with non-standard ports and hence, some authors were not able to access JARSS. With recent developments with virtual servers, the solution to this is relatively easy: each version of JARSS is set up and run
within its own virtual server (many of which can be set up on the same physical computer server). Because, in essence, each version of JARSS is on a unique (if virtual) server, then a “normal” web address can be used (e.g. www.etd2008.ep.liu.se), which does not raise security flags and yet still allows many version of JARSS to be run on the same computer.

Logging in also proved to be more difficult for some people than anticipated. The first time a user registers with JARSS, they are emailed a randomly generated password comprising eight characters both upper and lower case. Roughly 25% of authors were unable to or had difficulty entering this type of password (either they mistyped it or, if they copied and pasted, they included leading or following spaces). This issue has not been solved yet, but one idea is to set a much simpler password initially and then to force the author to change it to something of their own choice (with appropriate checks by the system that their choice is not too simple) when they first log in.

The use of an editorial system is of great benefit for journal editorial staff (for the smaller journals that are likely to emanate from Swedish universities, it is important that the editorial system not be too complicated. Some alternatives to JARSS are designed for larger operations with greater numbers of specific roles (e.g. layout editors, proofreaders…) and this type of scenario will be rare. The workload of the editorial staff and even how the editorial staff are organized are crucial aspects in the success of small journals. At LiU E-Press, in the past, journals have been started and run by a professor with assistance from one or two research students or personnel. The result is that there is a large workload on the professor as editor-in-chief in terms of referee selection, decision making and quality control. There is also a large workload on the assistants in the form of editorial and organizational work. Normally there is no formal compensation for this and hence, over time, it becomes “too much” given the necessity of other continuing duties associated with their primary employment. Journals then have a tendency to dwindle in activity and cease functioning after a relatively short period of time. It is critical that even with small, university-based journals that they have a business plan of some form: there needs to be sufficient money to cover, e.g., 25% of the salary of an administrative/editorial person. A detailed look at business models for open access journals is beyond the scope of this report, but the following is a brief discussion. One option is to have authors pay a publication fee (most likely in the range 10 000 to 15 000 SEK) when an article is accepted for publication. However, it is doubtful for the smaller journals that are under consideration here, which generally result in low impact and low citation frequency, that authors would be willing to pay more than a token amount. Some funding can be obtained from various funding agencies in Sweden, for starting up and running a journal, however, this type of funding is not long-term and can best be viewed as seed money and cannot be relied upon to cover yearly operating costs over a longer period of time. A more sustainable model works when the journal arises from a collaboration with an academic society which has a source of income (e.g. through membership fees). In this case, the society can cover the costs of the running the journal. The advantages to the society are increased exposure and association with a high-quality forum for presentation and discussion of research in the field of interest (in this sense it helps some of the original mandate of the society).

Related to financing models are editorial models. Traditionally, journals have been run with an Editor-in-Chief, who is involved with virtually every article, however, a new concept first suggested by Hindawi Publishing, see:

is that the concept of an Editor-in-Chief be taken away and instead to have a more dispersed editorial load. In essence, when an author submits an article, he/she chooses the editor to be responsible for the article (descriptions of the areas of expertise for editors needs to be given). That editor then arranges suitable referees and sees the article all the way through the publishing process and makes the final decision as to whether to publish or not. For this to work, one needs a panel of five to ten active editors and with this, over the period of a year each one will only have to take care of two or three articles – a manageable number and much better than one person having to deal with 20 to 30 articles. Since one of the chief problems that LiU E-Press has had has been dwindling activity in journals over a period of time after start up, mainly the result of overloading of the key editor, E-Press now recommends this new editorial model (or some variant) for new journals. Both of the journals that are just starting up with E-Press are going to try this new model.

Conclusions

The ultimate objective with this project was to test the idea of hosting university-based, open access journals. This has turned out to consider both the practical issues around hosting journals and has included an analysis of the challenges for small journals as a whole. To date, journals emanating from Swedish universities are smaller (one or two issues per year), mainly in the humanities or social studies areas, of low impact and low citation rate. While publishing behavior has historically been quite different in the social sciences, with the recent trend towards evaluation or academics through some kind of impact or citation analysis, it is quite likely that authors will be more conscious of impact and citation when choosing a journal in which to publish. If this is the case, then a significant focus of any newly starting journal must be on increasing impact as rapidly as possible, or there will be little role for smaller, university-based journals. Indexing plays an absolutely crucial role in this, however, being indexed by some of the biggest databases takes time. For a journal to be included in Thomson’s ISI, for example is not likely to take less than a couple of years since an evaluation of at least two issues is performed prior to acceptance. Other options (e.g. DOAJ, Scopus, Scirus, CrossRef…) are quicker.

It is very important that journals have a realistic business model and editorial model thought through very early in the planning stage. The business model must be sufficient to generate funds for at least 25% of a position (this will not cover all the time required to produce the journal, much of that will be on (either explicitly or implicitly) a volunteer basis) for the more routine activities of editing, organization and communication. The backing of a learned society is a positive attribute. Similarly the editorial model needs to be such so as to not overload any one particular individual. The use of an on-line, editorial support system is essential.

In short, journals based from universities have a role in the scientific community, but it is important to remember that they must be equally professionally and seriously run as a journal hosted by the commercial publishers.

Future Activities

LiU E-Press will continue to offer JARSS to any journal interested in using it, on a cost-recovery basis. As a rough guide, a new installation of JARSS (installing it and customizing it, together with a couple of days of training) requires about 7 person-days. Annually, system maintenance, advice-giving etc. is anticipated to take 5 person-days. Additionally, the cost of
email accounts for the system must be recovered (~2500 SEK/yr). These figures do not allow for system development. JARSS, as it stands, is a stable and functioning system, however it can be anticipated that as more and different journals use the system, modifications would be desirable.

Additionally, LiU E-Press will continue to offer a journal advice service, for those interested in starting a new journal, to provide insights and guidance into starting up and running an international journal.
Appendix 1: JARSS Instructions

Instructions for Using JARSS

JARSS (Journal Article Review Support System) is an internet-based support system for helping to run journals, conferences and other such activities where articles are collected from authors, evaluated and subsequently published. For sake of clarity, this document will be written assuming that the application of JARSS is for a journal, however, the differences for other types of activities are slight. Essentially, JARSS is used to keep track of articles from submission until they are sent for publication. Additionally JARSS handles much of the email communication for each of the articles (with authors, with reviewers, with editorial staff…). This document explains the details of the operation of JARSS, including setting it up for a specific application.

Setting up JARSS

We provide the basic system support for JARSS at Linköping University Electronic Press (LiU E-Press) and as such, install a unique installation for each application on our server computers. This basic installation of the software, setting up of the email system, etc. is done by LiU E-Press and if there are any questions or problems, do not hesitate to contact us (ep@ep.liu.se).

We will also register an initial journal manager, someone who has over all control of a JARSS installation (i.e. can define or modify work flows, can add or take away users (administrators, associate editors, reviewers, authors, etc.) and it is this person who can do the tailoring of JARSS to a specific application. Typically, as one starts up a JARSS session, it looks something like that illustrated in Fig. 1.

![Figure 1: Example of start screen for a JARSS session.](image-url)
On the far left of the screen are tabs that vary the menu options for the various types of users. The tabs that are visible depend on the type of user that is logged in (e.g. an author only sees the first two tabs). The vertical blue strip includes the menu options associated with the chosen user type. The main part of the screen is descriptive text or action-oriented (email forms, paper status information, editorial action...), depending on the context. JARSS was not intended to be the primary website for a journal (it is the editorial support system, behind the scenes) and as such one can make some changes to the appearance, on screen, but not with complete freedom. The tabs and menu items on the left side are fixed, although the colour can be modified by choosing the “Settings” option. The text and layout of main part of the “Welcome” screen (seen by all users), is changeable. This is an html file, which can be replaced with yours by LiU E-Press personnel.

As journal manager, begin by going to the IP address given to you by LiU E-Press for your installation of JARSS and login (also with information provided by LiU E-Press). You can replace your initial, automatically generated password by choosing “Settings” and filling in the appropriate boxes (do not forget to click on “Apply changes”, at the bottom of the screen). To add other staff members, click on “Users” under the “Administrator” tab and then choose “Create a new User” and fill in the required information. Next, click on “Staff” in the menu bar at the left and at the bottom of the resulting screen fill the new user’s name in the relevant boxes and click “Search user database”. A list of names (or a single name) will come up at the bottom of the screen and you can choose to make this person an Administrator or Associate Editor by clicking on the “Add as” column on the right side of the screen.

The first major task is to define the work flow for articles, reviewers and associate editors (the stages each goes through). Click on the “Administrator” tab and then choose “Status lists” from the menu. Figure 2 shows a typical result.

![Figure 2: A typical Paper Status list](image)

In the example shown in Fig. 2, it is envisaged that a paper is first submitted and hence classified as PRE-RECEIVED. Upon initially checking on completeness and suitability the
paper would become RECEIVED. Once reviewers had been assigned, the article would be UNDER REVIEW etc. until it was finally PUBLISHED or REJECTED. The latter two statuses are in red, since they represent a final state for a paper, nothing further need be done with it. The statuses are completely flexible; they can be deleted, modified or more can be added as appropriate for a particular application of JARSS (and the list can be modified at any time, even after the journal has been operating for a while, if experience shows that a modified workflow would be better). Similarly one defines the possible statuses for reviewers (e.g. requested, agreed, reminded, received) and associate editors. To modify or delete a status already in the system, click on the relevant option in the last column of the table. To add a new status, fill in a name for the status in the box “New Paper Status ID” and click on “Add”. A new window will open, allowing you to enter a description for the status, a name as it will appear in the status table and next to an article. “Terminal” is a check box to indicate that this status represents the last step that an article can go through (such as would be the case for a “published” article). Position is a number that allows you to control the position that the status occupies in the status table.

In the handling of an article Reviewers and Associate Editors are also assigned statuses and their definition and modification follows that described above for articles (the Status menu option lists status tables for articles, reviewers and associate editors so they are all changed at the same place).

Using JARSS

Authors

From a journal home page, authors should be directed to the opening page of the JARSS system (address supplied by LiU E-Press). If the author has never submitted an article to the journal (or been a reviewer for the journal) then they need to click on “Register yourself in the Database”. Subsequently filling in one’s name and email address will result in an email being sent that will include a user id and password for the system. Using this password and id, an author can login at the login window.

If an author wants to change their password they can do so by clicking on the “Authors” tab (along the left side of the window) and then choosing “Settings”, filling in the appropriate information and finally choosing “Apply changes” at the bottom of the screen.

To submit an article, authors choose “New Paper” under the “Authors” tab. Submission begins by uploading a pdf file of the article. Click on “Upload File”, Use “Browse” to find and choose the file on the author’s computer. Click on “Open” and then “Submit”. The file then appears in a table on the submission page. Next, click on “Submission form” and fill in the information requested, finishing by clicking on “submit as description.txt”. A new button appears, “Complete submission”, which is clicked on to submit the article to the journal editors. An information screen confirms the submission. Clicking on “Submitted Papers” in the left-hand menu will give a list of any submitted articles and their current status.

At the time when revised versions of the manuscript are to be submitted to the journal, login as above, choose “Submitted papers” and then click on the one that a new version is to be uploaded. Under the heading “Resubmission” the author can upload their new pdf file, in a manner similar to that for the uploading of the original article.
Reviewers
From a journal home page, reviewers should be directed to the opening page of the JARSS system (address supplied by LiU E-Press). The reviewer can then login.

If a reviewer wants to change their password they can do so by clicking on the “Reviewers” tab (along the left side of the window) and then choosing “Settings”, filling in the appropriate information and finally choosing “Apply changes” at the bottom of the screen.

To download an article to be reviewed, click on the “Reviewer” tab on the left side of the screen. Then choose “Currently under review” on the left side of the screen and from the table choose the article of interest by clicking on its ID number. In the section labeled “Manuscript files”, click on the file to be downloaded and follow the subsequent instructions.

When it is time to submit a review, one can do so by filling in the “Reviewing form” and/or uploading comments in pdf format. For the former, click on “Reviewing form” and fill in as appropriate. For the latter, click on “Upload file” at the bottom of the screen, browse to find the file on your own computer and click “Open” and “Submit”.

Editors
From a journal home page, editors should be directed to the opening page of the JARSS system (address supplied by LiU E-Press). The editor can then login.

If an editor wants to change their password they can do so by clicking on the “Associate Editor” tab (along the left side of the window) and then choosing “Settings”, filling in the appropriate information and finally choosing “Apply changes” at the bottom of the screen.

As an editor one is generally concerned with the status of papers and the resulting activities required. To check current status of articles, choose “Papers” in the menu under the “Associate Editor” tab on the left side of the screen. One can then look for a specific paper or list those with certain statuses. For example to list newly received papers (ones that have not been processed into the system), make sure that only the “Submitted” status is chosen (when setting up JARSS you may have called the initial status something else, in which case the text will vary) and click on “Search”. The result is a list of newly received articles to which nothing has happened. The list contains columns indicating the identification number automatically assigned to the article, the title and authors, the contents of the inboxes associated with that article (one for mail from the author and a second for mail from the reviewers – these contain indications of files or email that have been uploaded to or received by the system). There is a column for the state of reminders (when they should be sent – this is colour coded and becomes red when things are overdue) and finally there is a column indicating the current status of an article. To look more deeply at an individual article, click on its ID number. The resulting screen supplies information about overdue activities, newly uploaded files, history of the article (statuses it has gone through and the relevant dates), reviewers assigned, associate editors assigned and what their statuses are relative to the article (e.g. has a reviewer supplied a review, are they late…), etc.

The exact workflow that a journal has chosen will vary, but the following example of using JARSS assumes that a paper is submitted by an author and then requires an initial screening by an editor to see that it appears complete and meets the general requirements for the journal. Receipt of the article is confirmed with the author and the paper is considered to be
“received”. Reviewers are assigned to the article; reviews come in; the author is informed of required changes; they come in and the article is accepted for publication.

The process is begun by listing the newly submitted articles as outlined above and a list like the following is obtained:

To begin the process for the article with ID “demon-0014”, click on the ID. Usually the first thing to do is check the files that comprise the article. Scroll down to the section entitled “Authors” and where it indicates the number of files uploaded (under the heading “Inbox”), click on “view files”. The resulting screen has three sections “Manuscript Inbox”, “Manuscript Files” and “Manuscript for Review”. The “Manuscript Inbox” contains the newly uploaded files and any files in this section can be accessed by the author. Usually, as a paper enters the process, they are transferred from this section to “Manuscript Files” which are only accessible by journal staff.
Begin by opening the newly submitted article to take a look at it: in the example screen shot above, the files are in a folder with the author’s name “Lawrence, David”. Click on the authors name and the files will be revealed. Click on the name of the article pdf and it is opened in a new window. If the article looks ok and is generally acceptable then transfer it from the “Manuscript Inbox” to the “Manuscript Files” by selecting the files to be transferred (click on the small boxes to the left of the file names). Then choose “Move files” from just below the file names. Then in the section “Manuscript Files” click on “Paste files” – they will now appear in the “Manuscript Files” box. At the same time, copy the files to the “Manuscript for Review” section so that the files will be available to the reviewers by remarking them in the “Manuscript Files” section, choosing “Copy files” and then “Paste Files”. The end result is:
Scroll to the top of the screen and click on “Back to paper view”, where the status of the paper can be changed from “Submitted” to “Received” by first clicking on the Status box in the middle of the screen, choosing “Received” and then clicking on the “Set new paper info” button.

Reviewers can be assigned by scrolling down to the Reviewers section and clicking on “add reviewer” where one can either use a reviewer who is currently not already in the system (hence choose “create new user”) or search for one that has already had some contact with the journal (and hence is in the user database). For a new user, enter their name and email address. If you choose “Automatically generate JARSS login information” then the person will be sent an email by the system giving them their password and user id for JARSS. If this is not chosen, when the person first encounters JARSS, they will need to choose “Generate a new login” at the JARSS login window and then enter their email address – a password will then be sent to them by the system. In either case, choose “Add reviewer” at the bottom of the screen to make them a reviewer of the current article. If the user was already in the system, search for them and choose “add reviewer”.

At this stage it is usually best to send the reviewer a request asking whether they would be willing to do the job. After clicking on “add reviewer” one comes back to the article window and one can scroll to the reviewer section where the new reviewer is now visible in a table. Click on “email” at the end of their name and a list of email templates comes up. If you have already created one for “Requesting a review” then choose it. If you want to create a new template, click on “Edit templates”. If it is the first time doing this, it is suggested that you start with one of the default ones, modify it and rename it: at the top left of the screen there is...
a drop-down box; click on it and choose, for example, Example [Default] then click on “Load template”.

The “reply keys”, “paper ref. keys” and “recipient ref. keys” are codes that can be inserted into the text of the email that get replaced with information specific to a given article. For example ${FIRSTNAME} gets replaced by the first name of the person we are sending the email to (the reviewer in this case). In the example given above, the “To:” line does not need modifying. “Cc:” should be changed to the email address being used by your set-up of JARSS (info. from LiU E-Press). “Subject” does not need changing (it is important that the paper ID remains in the subject line so that when JARSS receives a reply it knows where to sort it to. Attachments are usually best left blank in the template. The text of the email follows in the larger box. Anything could be added, but an example for a reviewer request might be:

Dear ${FIRSTNAME} ${LASTNAME},
We have received the paper: ${TITLE} by ${AUTHORS} and are wondering whether you have the time to review it over the next 30 days? You can login in and look at the paper at: https://130.236.69.194:31013/. If this your first time using our editorial system you will have to choose “Generate a new login” so that a password and userid will be emailed to you.

Thank you in advance for your reply.

Best wishes,
Journal Staff
Scrolling further down the screen, one can also set the status of a paper and reviewer as the email is sent. For example the paper status can be automatically set to “Received” (in case it was not manually changed above) and the reviewer’s status changed to “Requested”. Finally the length of time can be set before the editorial staff is warned to send a reminder to the reviewer (say if a reply has not been received with 15 days). Give a unique name to the template and click on “Save”. Click on the back button on the browser to come back to the template list. Choose the appropriate template, check to make sure that the specific details about the current article and reviewer have replaced the codes in the template and then click “Send”.

If similar templates are created for thanking a reviewer for agreeing to accepting to do a review where an article’s status is then automatically changed to being “Under review” and the reviewer’s status as “Reviewing” etc, then much of a paper’s progress through its various statuses happens automatically with the email communication.

After sending the email you will be prompted to close the email window and you will return to the paper window. Scrolling to the top and clicking on “Reload paper” will update the reviewer’s information so that it can be seen that a request has been made and that the due date is 15 days (or whatever was chosen) away.

Further reviewers can be assigned in the same manner, as can an Associate Editor be assigned to the article, if necessary.

It can also be advisable to send an email to the author notifying them that the paper has been received and is undergoing the reviewing process etc. To do this go to the Authors section of the Article page and click on “email” at then end of the author’s name. The procedure is then the same as for sending email to the reviewers. The advantage of sending an email at this point is that as long as the author replies to the email from JARSS, all communication will be kept together with the article, within the system. It is important in any instructions to authors and reviewers to explain that all file uploading is to be done through JARSS and not by email.

At this stage, from an editorial point of view, for this article one must wait until it is seen that there is a file uploaded from a reviewer (i.e. a review has come in) or a deadline is exceeded. Both of these options is seen from the lists of articles produced by choosing “Papers” on the left-side menu and choosing to list “Under review” articles. Any newly uploaded files from either authors or reviewers will seen in the middle columns labeled “Author Inbox” and “Reviewer Inbox”. When a new file has come in, it will be denotes as “1 file” and clicking on this goes to a window where the file can be opened.

As an example, once the reviewer has replied to the request, the article list looks something like (remember we have been tracking article 0014):
Where we can see that there is “1 email” in the reviewer inbox for paper 0014. Clicking on “1 email” allows the email to be read. Replying to the email to say “thank you” and remembering to use the boxes at the bottom of the screen to update the article’s and reviewer’s statuses results in the paper being “Under review” and the article’s status is updated to reflect the current reality.

… and so the process continues… Effectively, each day an editor needs to check the list of articles for newly arrived files and emails and for overdue activities and to respond appropriately.